



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #10-26

Grade: Specialist Band FLSA: Exempt
Salary: \$99,638 - \$129,526 Per Annum
(Includes Locality Pay)
Position: One Located in Raleigh, NC
Relocation Expenses Will Not Be Paid
Open: 06/21/10 Closing Date: 07/05/10

Auditor/Audit Evaluator – Information Technology

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified candidate to fill an Auditor/Audit Evaluator position within the OIG functional area of Information Technology located in Raleigh, NC. The directorate conducts audits and reviews of the data collection systems and procedures that the Postal Service uses to report on costs, revenue, rates, and quality of service. The candidate will be highly motivated and should have specialized experience in various information system disciplines and in planning, conducting, and executing complex information technology audits and reviews. The OIG mission is to provide reports to Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion annually), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

ELIGIBILITY REQUIREMENTS

- Bachelor's degree from an accredited college or university in accounting or in a business related field that included or was supplemented by 24 semester hours in accounting; **OR** Bachelor's degree in Computer Science or a technology-related discipline from an accredited college or university
- At least 5 years of professional information technology auditing experience

EVALUATION FACTORS

Your resume cannot exceed five pages, and **must** reflect that you have experience, knowledge or skills in each of the following Evaluation Factors listed below.

- Knowledge of accounting and auditing theory, concepts, and standards and knowledge of advanced audit techniques for designing, planning, directing, and executing broad-scoped reviews or performance audits of major, complex programs or activities
- Ability to apply effective project management and work on a team, whether as a team member or leader, to accomplish project objectives and goals
- Ability to maintain effective liaison relationships with auditees, audit organizations, and other interested parties on significant audit matters and to resolve issues or problems
- Ability to develop and review written audit reports and correspondence that are clear, concise, and persuasive
- Specialized experience in Information Systems audits, reviews, and/or assessments in Information Technology related topics such as: general controls, computer security techniques, application controls, system development life cycle, operating system software, multi-platform hardware such as client-server or mainframes, network operations and testing, data integrity, disaster recovery, information systems acquisitions, etc.

DESIRED QUALIFICATIONS

- Professional certification as a CISA, CISM or CISSP; **OR** passed the CISA, CISM OR CISSP exam
- Experience analyzing Postal Service systems and procedures that impact the Postal rate making process
- Skill in providing results of analytical reviews in a concise and persuasive manner in oral briefings

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and a background investigation
- Ability to obtain/ maintain a government-issued credit card
- May require up to 50 percent travel

TO BE CONSIDERED, APPLICANTS MUST SUBMIT:

- A resume, which cannot exceed five pages, and **must** reflect that you have experience, knowledge or skills in each of the Evaluation Factors
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; (if unable to provide, please note reason on a separate sheet of paper)
- Attach a copy of transcripts designating semester or quarter hours earned to ensure proper credit **OR** a copy of your SF-50 if you are currently in a GS-511 occupational series
- Evidence of Professional Certification(s) if applicable
- Applicants claiming Veteran's Preference must attach a member 4 copy (only) of Certificate of Release or Discharge from Active Duty (Form DD214) or other proof of eligibility if claiming 10-point veteran's preference. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the Department of Defense certifying receipt of compensation for a service-connected disability of 30 percent or more
- **Applicants who do not meet eligibility requirements or whose resumes exceed five pages, will not be considered**



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NOTE

- OPEN TO ALL SOURCES
- U.S. CITIZENSHIP REQUIRED
- APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020
- MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT

Applicants must meet all eligibility requirements by the closing date of the announcement. All submissions must include the vacancy announcement number.

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- Flexible Work Schedules!
- Flexible Spending – Pre-Tax dollars for Child and Health Care!
- Locality Pay for Geographical Area Included!
- Pre-tax Dollars for Commuting!
- State of the Art Technology!
- Pay System that Rewards High Performers!
- Thrift Savings Plan with Matching Contributions up to 5%!
- Government-Backed Pension Plan!
- Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!
- On the Top 10 Corporations List in the U.S.!
- In the Top 50 Corporations for minorities and women!

DC Relay Service:
202-855-1234 (TTY)

Or Visit our website:
www.uspsoig.gov

AN EQUAL OPPORTUNITY EMPLOYER